

**COMMONWEALTH OF VIRGINIA**  
**DEPARTMENT OF AVIATION**  
**5702 Gulfstream Road**  
**Richmond, Virginia 23250-2522**  
(804) 236-3637, Ext: 102  
1-800-292-1034, FAX: (804) 236-3635

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- ☐ Application for a Public-Use Airport License.
- Check One: ☐ Application to Add a Runway to a Licensed Public-Use Airport.
- ☐ Application to Extend a Runway of a Licensed Public-Use Airport
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Name of Airport: \_\_\_\_\_

Location of Airport: \_\_\_\_\_  
Direction and distance to nearest City or Town, or Latitude and Longitude

Name of Airport Owner or Sponsor: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

Contact Person: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Fax Number: \_\_\_\_\_

**Complete and Attach**

- ☐ Signed copy of the resolution of the airport's governing body or owner supporting or requesting a new runway, runway extension, or a new airport.
- ☐ Copy of the airport's property map displaying the proposed airport, runway extension, or new runway, together with a copy of the most recently approved Airport Layout Plan or Master Plan showing the proposal.  
Attached: ☐ Yes ☐ No
- ☐ Letter or other evidence that the proposed airport, new runway, runway extension complies with any local zoning ordinance and/or zoning requirements.  
Attached: ☐ Yes ☐ No
- ☐ Has FAA Form 7480-1, "Notice of Landing Area Proposal" been submitted to the Federal Aviation Administration? If so, attach a copy.  
Attached: ☐ Yes ☐ No
- ☐ If applicable, has an environmental assessment report or analysis been prepared pursuant to Title 5.1-7 of the Code of Virginia.  
Attached: ☐ Yes ☐ No
- ☐ Evidence of Financial Responsibility in the amounts specified in Title 5.1-88.8 of the Code of Virginia.  
Attached: ☐ Yes ☐ No

**Adding a Runway to a Licensed Public-Use Airport  
Extending a Runway of a Licensed Public-Use Airport  
(Continued)**

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The undersigned submits this application to the Virginia Department of Aviation in accordance with Title 5.1-7 and Title 5.1-88.7 of the Code of Virginia, and Part III of the Regulations Governing the Licensing and Operation of Airports and Aircraft and Obstructions to Airspace in the Commonwealth of Virginia (24 VAC 5-20-10, et seq.). The undersigned also certifies that they are the owner, or owner's legal representative, of the airport or proposed airport for which the license is being sought.

The undersigned acknowledges that the license requested will not be issued by the Department of Aviation unless and until all supporting materials, including evidence of financial responsibility, maps and other documents, have been properly submitted and approved; any necessary hearings have been held and required reports prepared, submitted and accepted; and the FAA has granted appropriate airspace for the safe operation of the modified or proposed facility.

**Airport Name:** \_\_\_\_\_

**Enclose Payment of  
\$25.00 made payable  
to the Treasurer of  
Virginia**

**By:** \_\_\_\_\_  
Owner or Sponsor

**Name:** \_\_\_\_\_  
Please Print

**Title:** \_\_\_\_\_

**Date:** \_\_\_\_\_

DEPARTMENT OF AVIATION USE	DATE
Application Received:	
All Materials Received:	
License Issued:	
License Denied:	